Code of Conduct

Everyone is evenly responsible for following the rules in this document and addressing fellow students when they do not obey the rules.

**General rules**

* You have to be present before 9:00 on projectdays. If there is a meeting scheduled before 9:00 you have to be present at the start of the scheduled meeting.
* You are expected to be present during the entirety of the workday.
* You ensure that you finish your task at the agreed time. When you are not able to complete the task, communicate in time and find a solution.
* All official agreements must be made via the WhatsApp group (not via oral communication)
* If you are unable to be on location, you are still expected to do your tasks.
* Exceptions on the rules are possible, but only if you communicate it well to the project group and the project group agrees with it.

**Rules for being too late**

* You are expected to notify as soon as possible if/when you will be late.

**Absence**

* When absent you need to inform the project group as fast as possible with a **valid reason,** state this reason in your message of absence.
* Absence must be reported before the agreed start of the day.
* For each day that you are absent, report this in the absent channel.

**Strikes**

If you do not obey the rules, you get a strike from the project group.

* Strikes are given with the consent of the whole group.
* After 2 strikes there is a serious meeting with the group or chosen delegate.
* After 3 strikes there is a meeting with the whole group and the coach.
* After 4 strikes you have to leave the project group.